



# CITY OF HOUSTON

## Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

PUBLIC WORKS OPERATIONS MANAGER

PN# 103907

Department of Public Works and Engineering

Public Utilities Division

Water Production Branch

611 Walker \*

M - F, 8 a.m. - 5 p.m.\*

\*Subject to change

9 DESCRIPTION OF DUTIES AND ESSENTIAL FUNCTIONS

Enacts policy originating from the Mayor or department administrators; develops, maintains and interprets policy, ensuring consistent application. Plans, organizes, directs and reviews various operations, facilities and personnel. Works cooperatively and coordinates activities with other divisions and departments, cooperates with related outside agencies, committees and civil associations. Reviews and critiques methods and procedures regularly to maintain and improve efficient operations; evaluates individual and group performance; makes needed improvements. Maintains current knowledge of technological and legislative changes, which affect activities and initiates actions made necessary by such changes. Gives personal attention to emergency or special problems; responds to complaints or inquiries from the public, City officials or outside agencies. Maintains current knowledge of technology and legislative changes, which affect specific activities and initiates actions made necessary by such changes. Develops productivity measures and monitors performance of personnel. Prepares and implements plans for meeting Federal, State, and City legislative requirements. Forecasts future program needs and identifies scope of budget and capital programs. Conducts periodic review of expenditures and makes program or budget adjustments as required. Oversees preparation of annual operating budget request. Reviews hiring recommendations and job performance evaluations of consistency and compliance with City policy and procedure, AA/EEO goal implementation, and effective counseling and career development training for personnel.

10 WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline; or the basic knowledge of more than one professional discipline. Knowledge of the discipline would normally be obtained through a formal 4-year degree from a college or university or an equivalent in depth specialized training program that is directly related to the type of work being performed.

12 MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of experience closely related to the activities of the branch or division are required. Texas Class "B" Water or Wastewater Operator's certificate appropriate to position location may be required, i.e., surface water, groundwater, distribution, maintenance wastewater plant, wastewater.

13 MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).

14 PREFERENCES None

15 SELECTION/SKILLS TESTS REQUIRED None

However, the Department may administer a skill assessment evaluation.

16 SAFETY IMPACT POSITION ☒ Yes ☐ No

This position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 29

\$1,885 - \$2,639

Biweekly

\$49,010 - \$68,614

Annually

18 OPENING DATE April 06, 2005

19 CLOSING DATE April 19, 2005

20 APPLICATION PROCEDURES

Original applications and resumes only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD (Telephone Device for the Deaf) telephone number is (713) 837-9496.**